

Uniform Regulations

1024.1 PURPOSE AND SCOPE

The uniform policy of the Hudson Police Department is established to ensure that uniformed officers, special assignment personnel and civilian employees will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following policies:

- Firearms
- Department-Owned and Personal Property
- Body Armor
- Personal Appearance Standards

The Hudson Police Department will provide initial issue uniforms for all employees who are required to wear them.

1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat and clean at all times and appear professionally pressed.
- (b) All officers of this department shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) Employees shall not permit the uniform to be reproduced or duplicated.
- (e) The uniform is to be worn in compliance with the specifications set forth in the department's uniform specifications.
- (f) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (g) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.
- (h) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official department functions, events or as authorized by the Chief of Police.
- (i) If the uniform is worn while in transit an outer garment should be worn over the uniform shirt so as not to bring attention to the employee while he/she is off-duty.

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

- (j) Employees are not to purchase or drink alcoholic beverages while wearing any part of the department uniform.
- (k) Visible jewelry, other than those items listed below, shall not be worn with the uniform, unless specifically authorized by the Chief of Police or the authorized designee.
 - 1. Wrist watch
 - 2. Wedding rings, class ring or other ring of tasteful design; a maximum of one ring/set may be worn on each hand
 - 3. Medical alert bracelet
 - 4. Memorial bands or bracelets.

1024.2.1 DEPARTMENT-ISSUED IDENTIFICATION

The Department issues each employee an official department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their department-issued identification card at all times while on-duty or when carrying a concealed weapon.

- (a) Whenever on-duty or acting in an official capacity representing the Department, employees shall display their department-issued identification in a courteous manner to any person upon request and as soon as practicable.
- (b) Officers working specialized assignments may be excused from the requirements regarding the possession and display of identification when directed by their Lieutenant.

1024.3 UNIFORM CLASSES

The various uniform specification classes are those identified in this policy.

1024.3.1 CLASS A UNIFORM

The Class A uniform is to be worn on special occasions, such as funerals, graduations, ceremonies or as directed. The Class A uniform is required for all sworn personnel. All officers will possess and maintain a Class A uniform at all times. The Class A uniform includes:

- (a) Long sleeve dark navy blue uniform shirt (Blauer wool blend shirt, or 5.11 TacLite PDU Class A shirt). The long sleeve white shirt (Blauer Polyester shirt or similar White shirt) may be worn by members of rank Sergeant and above if specified by the Chief of Police. All uniform shirts will have the department authorized shoulder patch affixed to the right and left upper arm. The authorized shoulder patch shall be affixed to the shirt 1 inch below the shoulder seam. Department authorized hash marks will be affixed to the lower left arm (see attached diagram) Service hash marks will be awarded 1 for every 5 years of service with any civilian law enforcement agency.
- (b) Long Dark Navy blue uniform pants with no side pockets (Blauer poly-wool blend) Blauer polyester trousers if being worn by supervisors with the white polyester shirt. If the 5.11 TacLite PDU shirt is being worn as the class A shirt, then the corresponding 5.11 TacLite PDU Class A pant shall be worn.

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

- (c) Dark Blue Issue tie with or without a tie pin or tie bar.
- (d) Class A footwear and appropriate socks. Class A footwear will be black, low quarter military type oxford, either high gloss or polished leather. Uniform boots may be worn if they are polished and in very good condition. No athletic shoes or pointed toe boots will be allowed except for medical reasons. Appropriate socks will be black or dark navy blue dress socks.
- (e) Navy Blue 8 point hat with metal hat badge, is recommended with the Class A uniform, no ball caps. For officers and detectives, the chin strap will be black or silver and for members rank Sergeant and above, the chin strap shall be gold.
- (f) Breast badge, collar insignia, and metal name plate shall be worn. For patrol officers and Detectives, collar brass and name plates shall be silver. For members rank sergeant and above, collar brass and name plates shall be gold in color
- (g) Award bars and service bars may be worn but are optional. If worn, the service and award bars shall be centered on the name plate, 1/8 inch above the name plate on the right chest.
- (h) Complete basket weave gun-belt with required equipment.
- (i) Uniform Blouse Jacket is authorized for Honor Guard only. The shirt will be plain white long sleeve polyester or similar white shirt, dark blue tie, and collar insignia is mandatory.
- (j) No vest carriers are to be worn with the Class A uniform.

1024.3.2 CLASS B UNIFORM

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will be the normal work uniform for patrol officers during the normal work day. The Class B uniform will be:

1. Short or long sleeve dark navy blue uniform shirt. The Class B uniforms may be the Blauer poly-wool blend uniform shirt, 5.11 TacLite PDU Class A or B shirt, or the 5.11 Stryke Class A or B uniform shirt. All uniform shirts will have the department authorized patch affixed to the right and left upper arm. The authorized shoulder patch shall be affixed to the shirt 1 inch below the shoulder seam. Service hash marks will be affixed on all long sleeve uniform shirts for Class B uniforms. Service hash marks are awarded 1 for every 5 years with any civilian law enforcement agency

- (a) The Blauer Armorskin shirt, Elbeco undervest shirt, or 5.11 TacLite PDU Rapid shirt may be worn in conjunction with Department approved body armor and external vest carriers.
 - (a) Armorskin and the like are designed specifically to be worn under the exterior carrying systems and shall not be worn by itself or with armor designed to be worn under clothing. The Authorized Hudson Police Department Patch shall be affixed to the right and left shoulder of these shirts for uniform wear. Service hash marks shall also be worn on long sleeve armor skin type garments.

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

- (b) Long dark navy blue uniform pants. (Class B uniform pants shall consist of the Blauer wool blend side pocket (cargo style pant), the 5.11 TacLite PDU Class B uniform pant, or the 5.11 Stryke PDU Class B uniform pant. The style of uniform pant shall be of the same fabric, style and manufacture as the shirt that is being worn.
 - (a) Example; if the employee is wearing the 5.11 Stryke Class A or B shirt, the only authorized pants will be the 5.11 Stryke Class A or Class B pants.
- (c) Authorized badge, collar insignia, and name tag (metal or embroidered).
 - (a) Collar brass is optional for rank and file personnel, mandatory for members rank Sergeant and above. Nametags can either be metal or embroidered, centered 1/8 inch above the right shirt pocket. Embroidery shall be the same silver/gray color as the authorized shoulder patch outline.
- (d) American flag pin is optional and if worn, shall be worn centered on the name plate, 1/8 inch above the name plate. Service bars and award bars may also be worn on the Class B uniform. If worn, those bars will be centered on the name plate, 1/8 inch above the name plate on the right chest.
- (e) Class B footwear and appropriate socks. Class B foot wear shall include Class A footwear and military or police style boots (all leather or leather lowers with web uppers), "Hi-Tech" boots, jump boots, or full-leather and polishable shoes. They must be black in color with no logo, decal or second color visible.
- (f) Department approved ball caps or authorized optional Class A dress hat. Department authorized winter watch caps Dark navy blue or black, with the authorized department mini shoulder patch sewn on the front of the hat, or the word "police" sewn in silver may also be worn, as well as department approved furry trooper hat with metal hat badge may be worn.
- (g) Complete leather or nylon gun-belt with required equipment.
- (h) Load bearing vests may also be worn in lieu of a duty belt. Those vests must be Richard Cowell Tactical, or Point Blank and shall be either dark navy blue or black. The department authorized metal badge will be affixed to the left chest of all load bearing vests.
- (i) Outerwear and coats, soft shell and fleece jackets, and commando style sweaters, dark navy blue are authorized for wear and optional. If worn, they will have department authorized shoulder patches. For outerwear and jackets, the patches will be 1 inch below the shoulder seam. Jackets and outerwear may have either the cloth or metal badge affixed to the left chest. Name plates may be metal or embroidered on the right chest. Navy blue or hi visibility outerwear jackets are authorized for wear. (hi-visibility outer garment, shall not be worn during tactical incidents for officer safety purposes)

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

1024.3.3 CLASS C UNIFORM

The Class C uniform may be worn assigned to special duty such as marine / park patrols or bicycle / park patrols. Class C uniforms are not permitted for normal duty days. The Class C uniform shall consist of:

1. Dark navy blue polo shirt with the cloth badge and embroidered name plate. The polo shirt shall have the word "POLICE" written horizontally across the back in 4 inch block style lettering. The color of the embroidery and the word police shall be in the same silver/gray as the authorized shoulder patch border.
2. Issued / authorized dark navy blue cargo style shorts or long Class B uniform pants.
3. Class C footwear (black athletic shoes) with white or black socks that extend above the ankle, but not beyond the mid calf.
4. Service bars and awards will not be used with the Class C uniform.
5. Department authorized ball cap may be worn as optional head gear.
6. Bicycle helmet is mandatory if on a bicycle.

1024.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units, such as the canine team, SWAT, bicycle patrol, motor officers and other specialized assignments.

1024.4 Police Standards and Explanations of Terms

1. Badge:

Department issued badges or duplicates thereof, will be worn on the left side of the uniform shirt, above the left breast pocket. The cloth Hudson Police badge will be authorized on polo shirts and outerwear such as jackets and sweaters, etc, but not on uniform shirts.

2. Chevron - Sergeant (three stripes):

Only department issued chevrons may be worn. They shall be affixed to both sleeves of the uniform shirt and the uniform jacket, as well as any outerwear the employee may wear. Chevrons will be affixed below and centered on the shoulder patch. The stripes will be silver/gray with a dark navy blue background.

3. Collar insignia:

Only department issued collar insignia may be worn. They will be worn on both sides of the uniform shirt collar and will be as listed below. The collar insignia shall be attached at a 45 degree angle across the point of the collar so that when the top button is buttoned, the collar insignia is straight across.

- a. Officers and Detectives: Silver tone, HPD / WIS. The HPD shall be worn on the right side and the WIS on the left.

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

- b. Sergeants: Gold three stripe chevrons
- c. Lieutenant: Gold single bar (3/4 inch in length)
- d. Chief of Police: One Gold Star

4. Required equipment:

Sworn officers, while in uniform, shall have the following equipment: Gun-belt, radio, radio holder, gun, holster, two (2) spare magazines, double cuff pouch with two sets of handcuffs, all standard police style handcuffs, double locking, key type, swivel or hinged are authorized, and a handcuff key, taser with taser holster, medical glove pouch, oleoresin capsicum spray (pepper spray) and holster, and flashlight and holster.

Optional equipment: baton holder ring or sleeve for expandable batons, knives (in a pouch or in a pocket, mini flashlights and weapon mount lights are also authorized.

- a. Baton - A baton is authorized for sworn personnel only and it may be carried on the gun-belt or as part of a load bearing armor system. Officers are not required to carry it on their person, but it must be readily available at all times during a tour of duty (i.e. carried in patrol vehicles)

5. Hats:

Only department approved hats will be worn, types of authorized hats are as follows:

- a. Ball cap will be dark navy blue in color with the appropriate HPD mini patch affixed to the front of the hat.
- b. Authorized dress hat will be dark navy blue 8 point hat with metal hat badge affixed to the front of the hat. Officers and detectives will have black or silver chin strap and members rank Sergeant and above will be gold chin strap. The hat is optional, but is recommended wear with the Class A uniform and may be worn with the Class B uniform.
- c. Winter watch cap will be dark navy blue or black in color and may have the authorized mini shoulder patch affixed to the front, or the word "POLICE", or "HPD" embroidered on the front of the hat. The embroidery color shall be silver / gray or white and for members sergeant and above may be gold in color.
- d. Helmets will be the ballistic style black helmet to be worn at the officers discretion for a crowd control or tactical assault situation.

6. Shoulder patches:

Only department issued shoulder patches will be worn. They shall be affixed 1 inch below the top of the each sleeve on the uniform shirt and 1 inch below the top of the sleeve on outerwear and jackets. The authorized shoulder patch is the silver, blue and black patch with the Hudson Arch and eagle, bordered in silver /gray.

- a. Sworn police personnel shall read "POLICE"
- b. Parking enforcement shall read "PARKING"

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

c. K-9 Officer patches are also authorized for the use with the current k-9 handler only.

7. Tie bar / clip / pin:

A tie clip, tack, pin, or bar is optional. If they are worn, they must be authorized by the Chief of Police.

8. T-Shirts and turtle necks:

White t-shirts worn with any dark colored uniform are prohibited. T-shirts, turtle necks, or mock turtle necks will be black or dark navy blue in color. Members rank Sergeant and above, while wearing a white Class A shirt, may wear a white t-shirt.

9. Uniform Tie: Only department issued uniform ties will be worn. When worn, the bottom of the tie should terminate at or just above the belt line. For safety reasons, only clip on style ties will be worn with the uniform.

10. Name Plates:

Only Department authorized name plates will be worn. The employee's first initial and last name will be included. Middle initials and "JR" or "SR" or "III" may also be included. Rank designations for Sergeant, Lieutenant, and Chief are authorized. For officers, the name plates will be silver and for members rank Sergeant or above, the name plates will be gold. Metal name plates will be mandatory use on Class A uniforms. Cloth type or embroidered name plates are authorized for Class B and Class C uniforms, outerwear, and vest carriers and the stitching will be the same silver / gray as on the border of the authorized shoulder patch. Name plates will be worn 1/8 inch above the right breast pocket, centered on the pocket.

11. Service Hash Marks:

Hash marks will be worn on all long sleeve uniform shirts. They will be affixed to the lower left arm and will be awarded at 1 stripe for every 5 years of service with any civilian law enforcement agency. The hash marks will be silver / gray with a dark navy blue background.

12. Service Bars:

Only department issued service bars and award bars will be worn. Authorized service and award bars are worn over the right breast pocket of the uniform shirt, centered 1/8 inch above the name plate, centered on the name plate on the uniform shirt. Service bars are recommended to be worn as part of the Class A uniform and are optional wear for the Class B uniform. If an officer elects to wear only the American Flag pin, that pin shall be worn centered 1/8 inch above the name plate on the right side of the uniform shirt.

The Medal of Valor, Purple Heart, Meritorious Conduct, Officer of the Year, Distinguished Service, Life Saving, and commendation bars are issued by the Office of the Chief of Police at a formal ceremony at a Common Council Meeting. All other service bars may be issued by the member's direct supervisor should that employee be qualified for issuance, with the authorization of the Chief of Police. The highest ranking award will be worn on the top row of the service bars. Awards will be in descending order, from top to bottom and from wearers right to left. A maximum of three awards will be worn in each row. A single award may be worn centered 1/8 inch over the name plate. The

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

American Flag pin shall always be worn solo, or shall occupy the highest ranking position on the top row of the service bars.

Award / Service bars are listed below in descending order:

American Flag bar

Medal of Valor

Purple Heart

Meritorious Conduct

Officer of the Year

Distinguished Service

Life Saving

Commendation

FBINA

Northwestern Staff and Command

WI Command College

Masters Degree

Bachelors Degree

FTO

Instructor

Forensic Mapper

CIT

Digital Forensics

Drug Investigator

K-9 Handler

Explorer Advisor

Honor Guard

Evidence Technician

Police Diver

School Resource Officer

Crowd Control Team (Mobile Field Force Unit)

Forensic Interviewer

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

Arson Investigator

Death Investigator

Financial Investigator

Patrol Certified

Military Service

Years of Service bars

Issued Items:

For a complete list of items that are issued to Department Personnel, refer to the initial issue equipment list.

Employees will be responsible for the care and maintenance of all issued equipment. Worn or tattered uniforms and equipment will be replaced by the employee through the employee's uniform allotment. Employee's will also use their uniform allotment to replace any required or optional equipment that becomes damaged or has to be taken out of service.

1024.4.1 MOURNING BADGE BAND

Uniformed employees may wear a black or black with blue stipe mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) A peace officer from this, an adjacent county, or from the State of Wisconsin - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of an out-of-region peace officer.
- (d) National Peace Officers Memorial Week. Sunday of the week of May 15th to the following Sunday.
- (e) As directed by the Chief of Police or the authorized designee.

1024.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require wearing a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary.

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

- (a) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
- (b) All male administrative or investigative personnel who elect to wear civilian clothing to work shall wear button-style shirts with a collar, slacks or suits that are moderate in style. They may also wear polo style shirts that are in good taste.
- (c) All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are moderate in style or have been approved to wear by the Chief of Police.
- (d) The following items shall not be worn on-duty:
 - 1. T-shirt alone
 - 2. flip-flop sandals
 - 3. Swimsuit, tube tops or halter tops
 - 4. Spandex type pants or see-through clothing
 - 5. Distasteful printed slogans, buttons or pins
 - 6. Denim pants of any color
 - 7. Shorts
 - 8. Sweatshirts, sweatpants or similar exercise clothing
- (e) Variations from this order are allowed at the discretion of the Chief of Police or the authorized designee when the employee's assignment or current task is not conducive to wearing such clothing.
- (f) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the Hudson Police Department or the morale of the employees.
- (g) Sworn employees carrying firearms while wearing civilian attire should wear clothing that effectively conceals the firearm when outside a controlled law enforcement facility or work area.

1024.6 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM

Unless specifically authorized by the Chief of Police, Hudson Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a department badge, patch or other official insignia, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the Hudson Police Department to do any of the following (Wis. Stat. § 164.015):

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose, any product, service, company or other commercial entity.

Hudson Police Department

Hudson Police Dept Policy Manual

Uniform Regulations

- (d) Appear in any commercial, social or nonprofit publication, or on any motion picture, film, video, public broadcast or on any website.

1024.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Hudson Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

1024.8 NOTIFICATION

The Department shall, at the time of hiring, notify each employee of the uniform regulations and clothing requirements (Wis. Stat. § 103.14).